

### TO INSERT A TABLE

1. Insert
2. Table
3. Select the number of rows and columns required

### TABLE FORMATTING

*Headers:*      Calibri (Body)    10

                    Bold

                    Uppercase

                    White

*Titles:*          Calibri (Body)    10

                    Bold

                    Capitalise Each Word

                    Black

*Text:*            Calibri (Body)    10

                    Black

# CHANGE OF DETAILS

| HIRING MANAGER TO COMPLETE |                                                                                                                                                                                                    |                                    |  |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--|
| <b>Name:</b>               |                                                                                                                                                                                                    | <b>Employee Number:</b>            |  |
| <b>Position Title:</b>     |                                                                                                                                                                                                    | <input type="checkbox"/> No Change |  |
| <b>Line Manager:</b>       |                                                                                                                                                                                                    | <input type="checkbox"/> No Change |  |
| <b>Department:</b>         |                                                                                                                                                                                                    | <input type="checkbox"/> No Change |  |
| <b>Entity:</b>             | <input type="checkbox"/> Allkem Limited<br><input type="checkbox"/> Allkem Mt Cattlin<br><input type="checkbox"/> Allkem Sales de Jujuy<br><input type="checkbox"/> Allkem Sal de Vida             |                                    |  |
| <b>Employment Type:</b>    | <input type="checkbox"/> Permanent<br><input type="checkbox"/> Maximum Term<br><input type="checkbox"/> Casual<br>End Date (if applicable) _____<br><input type="checkbox"/> No Change             |                                    |  |
| <b>Employment Status:</b>  | <input type="checkbox"/> Full Time<br><input type="checkbox"/> Part Time % _____<br><input type="checkbox"/> No Change                                                                             |                                    |  |
| <b>Roster:</b>             | <input type="checkbox"/> 5/2 <input type="checkbox"/> 8/6 <input type="checkbox"/> 12/9 <input type="checkbox"/> 9/5<br><input type="checkbox"/> Other _____<br><input type="checkbox"/> No Change |                                    |  |

| JUSTIFICATION – FOR ANY CHANGES TO REMUNERATION |
|-------------------------------------------------|
|                                                 |

**Effective Date:**      \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# CHANGE OF DETAILS

| APPROVALS                                   |            |  |       |  |
|---------------------------------------------|------------|--|-------|--|
| Line Manager                                | Signature: |  | Date: |  |
| Executive or GM                             | Signature: |  | Date: |  |
| HR Manager                                  | Signature: |  | Date: |  |
| CEO (as next up Manager or any Rem Changes) | Signature: |  | Date: |  |

| HR USE ONLY             |                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Documentation Required: | <input type="checkbox"/> Letter<br><input type="checkbox"/> Schedule<br><input type="checkbox"/> Contract of Employment |